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17 April 1974

TO : Chairman, Office of Communications Equipment Board
 THROUGH : Chief, Communications Engineering
 FROM : Chairman, Test Equipment Working Group
 SUBJECT : Study of the Office of Communications Worldwide
 Calibration Program D/OC Objective #11,
 Milestone 5.

1. As requested by Deputy Director, Office of Communications, the attached memoranda consist of reports and recommendations from the Calibration Study Committee regarding D/OC objective #11, which covers their actions with regard to Milestone #1 through #4.

2. At the request of the Calibration Committee, Chief, OC-E obtained additional information on this subject during his recent visit to the various overseas Headquarters areas. A general summation of the information he received was:

a. All areas agreed that it would be advantageous to have an official test equipment calibration program.

b. All areas stated that they could not provide the personnel, nor time, to support a comprehensive calibration program.

c. All areas stated that they would require additional funds for additional test equipment to use while the present test equipment is away for calibration.

d. If a comprehensive test equipment calibration program was made mandatory, all areas stated that other station activities would have to be reduced, without additional personnel and funding.

e. With regard to using overseas commercial repair/calibration facilities, the areas did not express the confidence in the repair capabilities that were exemplified by the manufacturer's representatives

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3. Considering all of the parameters that have been surfaced regarding the subject to date, we recommend that an Office of Communications worldwide calibration program be established by: (a) utilizing the Department of the Air Force Precision Measurement Equipment Laboratories (PMEL), and (b) the placement of secondary standards as indicated on the attached map (forwarded to DD/OC only). A TDY calibration team would travel to the areas where secondary standards would be deployed to calibrate both the base and field stations test equipment.

4. It is additionally recommended that a task force be established for approximately 30 to 60 days to provide you with a detailed analysis of the cost, manpower, equipment and time involved to implement the proposed program.

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Chairman, Test Equipment Working Group

Attachments:

- 1 - OC Action Plan
- 2 - Memorandum to Chairman OC Equipment Board
- 3 - Questions  Asked the OC Areas on his Recent TD
- 4 - PMEL Type of Service and Locations
- 5 - Minutes of the Committee on the Proposed Worldwide Calibration Program - Dated 29 January 1974
- 6 - Agenda of Committee Meeting - 29 January 1974
- 7 - Minutes of Committee Meeting on 04 January 1974
- 8 - Summary of Field Questionnaires
- 9 - Minutes of Committee Meeting on 15 November 1973
- 10 - Request for Members to Serve on Committee
- 11 - Memorandum for the Record from 
- 12 - Dispatch to OC Worldwide Areas Along With Questionnaire
- 13 - Memorandum for Chief, OC Engineering, from Deputy Director of Communications
- 14 - Memorandum for Chairman, Test Equipment Working Group - From Acting Chief, OC-E/ESD/TSB

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Distribution:

- Original - Addressee w/Attachments
- 1 - Deputy Director, OC w/Attachments
 - 1 - Chief, Operations w/Attachments
 - 1 - Chief, Engineering w/Attachments
 - 1 - Chief, Communications Services w/Attachments
 - 1 - Chief, Programs & Budget Staff w/Attachments
 - 1 - Chief, Communications Security Staff w/Attachments
 - ✓ 1 - Secretary for Equipment Board w/Attachments

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Objective: D/OC Objective #11
DD/M&S Objective - Per verbal
instructions from the DD/M&S.

OFFICE OF COMMUNICATIONS ACTION PLAN

To determine whether presently employed practices
for calibration of Agency test equipment are
adequate or whether additional calibration
capabilities should be established.

FY-1974 Date of Plan: 25 September 1973

Resources: \$4,000 A.E. .25

Target Date: June 1974

Program Manager:

Date of Status Report: 15 April 1974

Overall Evaluation
(Circle One)

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MILESTONES	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	FOOTNOTE NUMBER
1. Solicit field to determine nature and effectiveness of any calibration capability they may have.			▲										
2. Receive and compile field responses.				▲	▲								
3. Compile list of test equipment in use.				▲									
4. Evaluate field response and prepare report with appropriate recommendations.					▲	▲							
5. Obtain OC approvals for implementation of recommended program.						▲	▲	▲	▲				1
6. Implement program.							▲				▲		2

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D/CO Objective #11 - Footnote

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1. With the completion of milestone five, recommendations and reports were forwarded to the OC Equipment Board. A request to establish a small task force to draw up a detailed emplementation program was also forwarded.
2. Program will be delayed until a detailed plan, including manpower required and dollar costs is compiled, submitted and approved.